

New Genesis, Incorporated

**New Genesis, Incorporated
New Genesis Learning Center
Infant and Toddler Teacher**



Reports To

Executive Director, Administrator, & Lead Teacher

General Position Summary

Infant/Toddler Teacher is responsible for developing and implementing a program of activities that promotes the social, emotional and physical development of each child enrolled in accordance to the requirements of Michigan Licensing. The duties and responsibilities will be carried out under the direction of the Administrator & Lead Teacher.

Job Responsibilities:

This position requires one who is a personable and dependable person with a strong work ethic and must have a current, negative TB test, physical, criminal background check, and a child abuse/neglect check. Responsibilities will include, but will not be limited to the following:

- Assist in planning, and implementing the daily program under the direction of the Lead Teacher and Child care provider.
- Assist in planning and preparing the child care environment, setting up centers and preparing needed materials and supplies.
- Treat children with dignity and respect.
- Help with general housekeeping tasks.
- Supervise the children when the child care provider is out of the room.
- Assist child care provider in any other appropriate way.
- Maintain a professional attitude and loyalty to the center at all times.
- Ability to lift up to 40lbs
- Attend all staff meetings and recommended training programs and conferences in keeping with the state licensing requirements of 24 clock hours of training per year.

Qualifications:

- Must be at least 18 years old
- **Prefer candidate to have a degree in ECE or their CDA**
- Preferred Infant/Toddler classroom experience
- Must be creative and love children and want to see them succeed
- Possess strong written and verbal communication skills
- Pass Criminal background clearance
- Pass TB & DHS Clearance

Hours:

Full-Time with work hours between 6:30am-6:00pm, Monday-Friday.

COMPENSATION RANGE: \$8.15-\$12 per hour (commensurate with experience)

TO APPLY: e-mail tamiem@clcglobal.org to receive application or pick-up and return completed application and resume to:

New Genesis Learning Center
1225 W Paterson St
Kalamazoo, Michigan 49007
Attention: Tamie Moran